

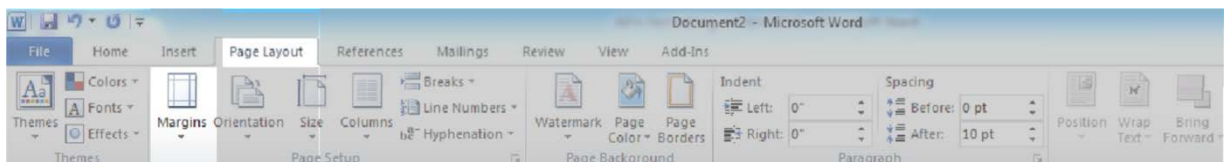
## MLA Formatting in Word 2010

This handout will help you prepare a document in accordance with the guidelines of the *MLA Handbook for Writers of Research Papers, 7<sup>th</sup> Edition* when using *Microsoft Word 2010*.

### Margins

Use one-inch margins at the top, bottom, left- and right-sides ([MLA 4.1](#)). This is the default setting in Word 2010. To change margin sizes:

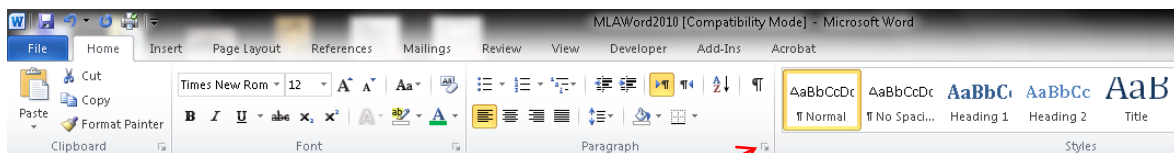
1. Go to the Page Layout ribbon, and then click on the Margins button, as highlighted below.
2. Select your desired margin size or click on Custom Margins at the bottom of the drop down menu to choose another setting.



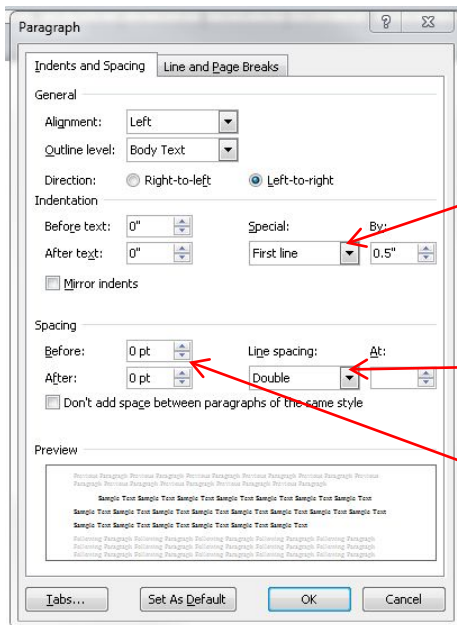
### Font

*Times New Roman*, 12 point, meets the MLA font and font size guidelines ([MLA 4.2](#)). Use this unless your teacher requires a different font or font size. To change the font or font size:

1. Select and highlight the text you wish to change.
2. On the “Home” ribbon, use the dropdown boxes highlighted below to select your desired font and font size.



After you have set the font and font size, click on the arrow in the lower right corner of the “Paragraph” section of the Home ribbon. Use the dialogue box that opens to set the following:



## Indentation

Indent the first line of each paragraph ½ inch from the left margin (MLA 4.1). Indent block quotations one inch from the left.

## Double-spacing

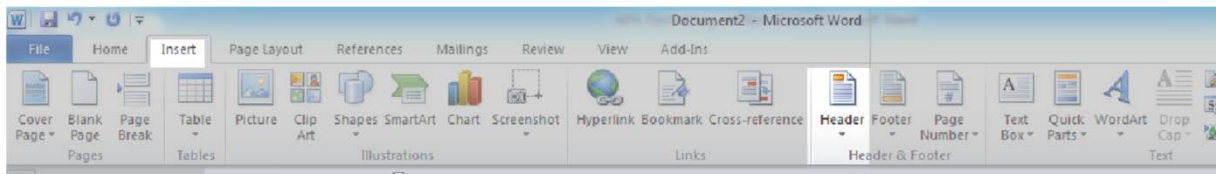
MLA requires that your paper be double-spaced (MLA 4.2).

Be sure that the “Before” and “After” spacing are set to “0 pt.”

## Page Numbers & Your Name

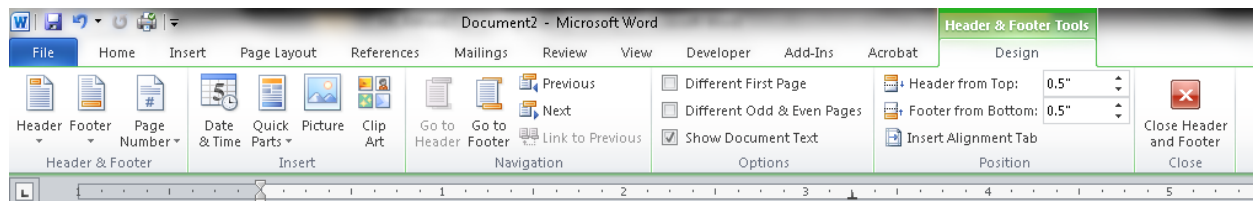
As the author of the paper, your last name followed by the page number should appear in the upper right corner of each page, flush with the right margin (MLA 4.4). To add this header:

1. Go to the Insert ribbon and click on the Header button as highlighted in the picture below.



2. This will bring up a menu. At the bottom of the menu, click on Edit Header.

This takes you to the Header & Footer Tools ribbon, as shown in the image below. You will also see the document header across the top of your paper. To insert the page number and your last name:



1. Click on the Page Number option.

2. Select the Top of Page option.
3. Choose Plain Number 3. The page number will be inserted, aligned to the right side of your paper. Word will automatically update the page numbers as you edit and revise your paper.
4. Now you must add your last name. Place your cursor to the left of the page number and type your last name followed by a space.

## First Page

MLA does not require a title page (MLA 4.3). You should not use one unless your teacher specifies you should have one. Otherwise, the first page of the document is to begin with the following information, flush with the top and left margins:

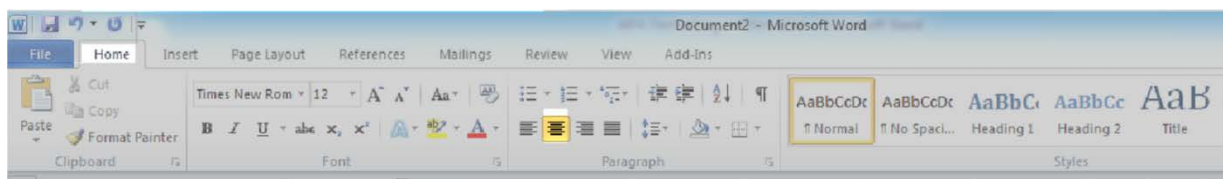
- Your name
- The teacher's name
- The course name
- The date.

Each piece of information should be on its own line and the text should be double-spaced.

## Paper Title

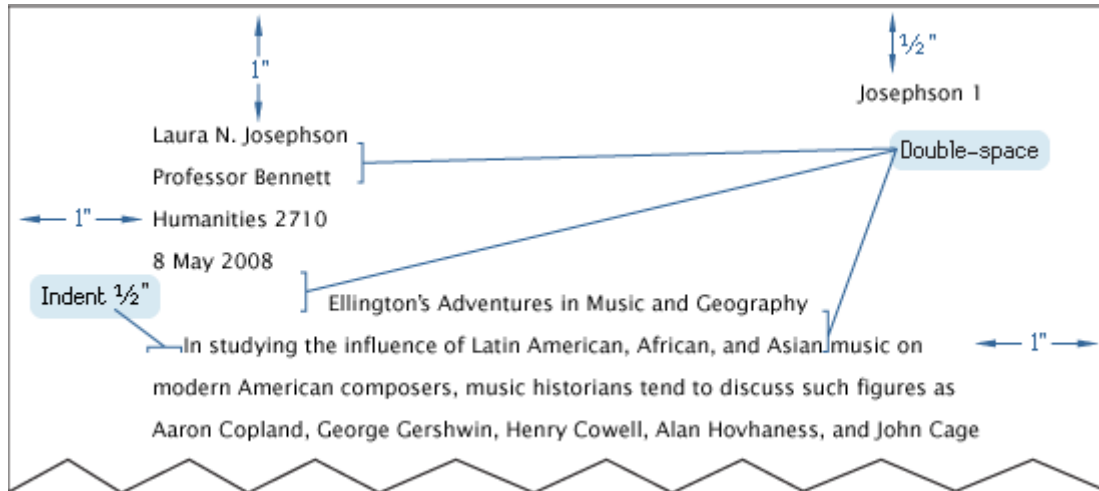
Following the date line, type the title of your paper, on its own line. The title should not be bolded, underlined, in quotes, or all in capital letters. Italicize only words you would italicize in your paper. Then center the title horizontally between the left and right margins:

1. Select the text of the title
2. Go to the Home ribbon and click on the center alignment button

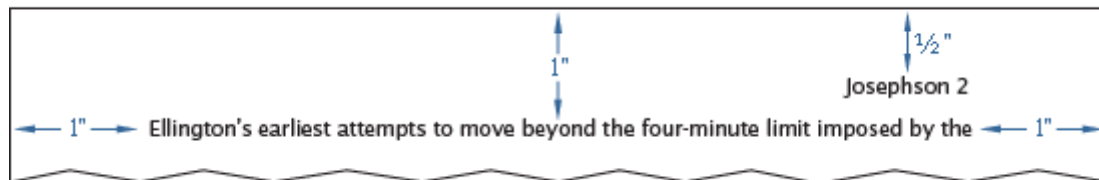


The following are instructions for formatting your paper in MLA style if you are not using Microsoft Word 2010.

### Format for First Page:



### Format for Subsequent Pages:



### Format for the Works Cited Page:

